

RESOLUTION NO. 2017-35

**RESOLUTION SETTING FEES & CHARGES, EFFECTIVE JULY 1, 2017,
AND REPEALING RESOLUTION NOS. 2008-10 AND 2016-31**

WHEREAS, the City Code Section 2.601 requires fees and charges be adjusted annually in July of each year in accordance with City Code Section 2.605; and

WHEREAS, certain fees and charges have been previously set by Resolutions 2008-10 and 2016-31; and

WHEREAS, staff is proposing some fee adjustments and some new fees in accordance with City Code Section 2.605; and

WHEREAS, staff has prepared the resolution with the proposed fees and charges attached as Exhibits 1 and 2; and

WHEREAS, a duly-noticed Public Hearing was held on May 22, 2017.

NOW, THEREFORE, BE IT RESOLVED BY THE FOREST GROVE CITY COUNCIL AS FOLLOWS:


Section 1. The planning fees listed on Exhibit 1 of this resolution are hereby adopted as of July 1, 2017.

Section 2. Other fees listed on Exhibit 2 of this resolution are hereby adopted as of July 1, 2017.

Section 3. Resolution 2008-10 (business license fees) and 2016-31 are hereby repealed upon the effective implementation of date of the foregoing fees.

Section 4. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 22nd day of May, 2017.



Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 22nd day of May, 2017.



Peter B. Truax, Mayor

Exhibit 1 - Planning Fees

	ADOPTED FEES AS OF JULY 1, 2016	ADOPTED FEES AS OF JULY 1, 2017
Amendment to Map	\$78.85/hour with a \$3000 deposit*	\$82.00/hour with a \$3,000 deposit*
Amendment to Text	\$78.85/hour with a \$3,000 deposit*	\$82.00/hour with a \$3,000 deposit*
Annexation	\$78.85/hour with a \$3,000 deposit*	\$82.00/hour with a \$3,000 deposit*
Appeal of Administrative Decision	\$250.00 (limit per ORS 227.175(10))	\$250.00 (limit per ORS 227.175(10))
Appeal of Planning Commission Decision	\$401.00	\$417.00
Multi-Family & Commercial Design Review	\$78.85/hour with a \$3,000 deposit*	\$82.00/hour with a \$3,000 deposit*
Conditional Use	\$78.85/hour with a \$3,000 deposit*	\$82.00/hour with a \$3,000 deposit*
Preliminary Expedited Land Division	\$1,291.00	\$1,343.00
Final Expedited Land Division	\$395.00	\$411.00
Historic Designation	\$40.00	\$42.00
Lot Line Adjustment	\$166.00	\$82.00
Preliminary Partition	\$1,291.00	\$1,343.00
Final Partition	\$395.00	\$411.00
Plat and Street Vacation	\$1,959.00	\$2,038.00
Preliminary Planned Development	\$78.85/hour with a \$3,000 deposit*	\$82.00/hour with a \$3,000 deposit*
Final Planned Development	\$2,114.00	\$2,199.00
Development Agreements		\$82.00/hour with a \$3,000 deposit*
Master Plan (Adoption or Amendment)		\$82.00/hour with a \$3,000 deposit*
Renovation Grant	\$0.00	\$0.00
Other Type II Actions		\$82.00
Other Type III Actions		\$164.00
Sign Permit	\$78.85+ \$3.59/sq. ft. (maximum fee of \$2,004)	\$82.00+ \$3.73/sq. ft. (maximum fee of \$2,084)
Site Plan Review		
Non-Residential		
Non-Residential	\$78.85/hour with a \$3,000 deposit*	\$82.00/hour with a \$3,000 deposit*
Non-Residential Additions	\$1,155.00	\$1,201.00
Residential		
New Residential - Five or less units	\$351.00 + \$123.30/unit over 1	\$365.00 + \$128.25/unit over 1
New Residential - Six or more units	\$78.85/hour with a \$3,000 deposit*	\$82.00/hour with a \$3,000 deposit*
Residential Additions & Accessory Structures	\$76.50	\$79.50
Preliminary Subdivision	\$78.85/hour with a \$3,000 deposit*	\$82.00/hour with a \$3,000 deposit*
Final Subdivision	\$927.00	\$964.00
Street Tree Fee	\$374.00	\$389.00
Tree Permit Fee	\$0.00	\$0.00
Erosion Control Review	fee schedule set by CWS	fee schedule set by CWS
Variance from Regulations	\$78.85/hour with a \$3,000 deposit*	\$82.00/hour with a \$3,000 deposit*

*Plus all incidental costs associated with processing a permit including but not limited to legal notice publication, copying and postage.

Forest Grove Fee Schedule Exhibit 2

Adopted Fees - 7/1/16

Adopted Fees - 7/1/17

PARKS AND RECREATION

Facility Reservation (not including Light Charge)

Lincoln Park Stadium & Turf Field (in-City)	\$52.45 per hour: \$419.60 max	\$54.55 per hour: \$436.40 max
Lincoln Park Stadium & Turf Field (Out of City)	\$104.90 per hour: \$839.00 max	\$109.10 per hour: \$873.00 max
Bond Field (every 2 hour rental)	\$39.20 (in-city); \$78.40 (out)	\$40.80 (in-city); \$81.55 (out)
Sherman Field (every 2 hour rental)	\$32.50 (in-city); \$65.00 (out)	\$33.80 (in-city); \$67.60 (out)
Thatcher Park Soccer Field (every 2 hour rental)	\$26.20 (in-city); \$52.40 (out)	\$27.25 (in-city); \$54.50 (out)
Lincoln Park Practice Soccer Field (every 2 hour rental)	\$26.20 (in-city); \$52.40 (out)	\$27.25 (in-city); \$54.50 (out)
Thatcher Park Softball Field (every 2 hour rental)	\$13.30 (in-city); \$26.60 (out)	\$13.85 (in-city); \$27.70 (out)
Shelter (4 Hour Period)	\$49.00 (in-city); \$98.00 (out)	\$51.00 (in-city); \$102.00 (out)

Light Charge

Soccer Field - Lincoln Park or Thatcher	\$46.50 per hour	\$48.40 per hour
Bond Field	\$46.50 per hour	\$48.40 per hour
Sherman Field & Thatcher Park Softball (per field)	\$23.25 per hour	\$24.25 per hour
Lincoln Park Practice Field	\$23.25 per hour	\$24.25 per hour

ENGINEERING

Permit to Construct Public Improvements	\$143.00 per hour	\$143.00 per hour
Excavation Permit	\$33.00	\$35.00
Permit to Deposit on Streets (per permit)	\$49.50	\$52.00
Tourist-Oriented Signs	\$113.50	\$118.00
Engineering Plans & Specifications (Copies)		
Standard	\$65.00	\$68.00
Mail	\$65.00	\$68.00
Disk	\$35.00	\$37.00
Copies per Sheet (Copy Machine)		
8.5x11	\$0.20	\$0.20
Larger than 8.5x11	\$0.25	\$0.25
Auditron Copies	\$7.25	\$7.50

Forest Grove Fee Schedule Exhibit 2

	Adopted Fees - 7/1/16	Adopted Fees - 7/1/17	
WATER			
Water Shut-Off/On During Public Works Business Hours (Customer Request)	0.00	0.00	
Water Shut-Off/On After Public Works Business Hours (Customer Request)	177.00	184.00	If determined by Public Works Director circumstances beyond control of property owner, fee may be waived.
Non Payment Disconnect Fee	35.50	37.00	Charged at the time of disconnect.
Non Payment Reconnection Service -			
During City Hall Business Hours	35.50	37.00	Charged at the time of reconnect.
After City Hall Business Hours-Mon-Fri 5:01pm-8:00pm			
After City Hall Business Hours Additional Surcharge	118.00	122.75	
(After hours reconnection service not available on weekends or holidays)			
Water Meter Tamper/Damage Fee	206.00	214.25	Plus cost to repair/replace meter
Water Stand-By Service (Annual)	59.00	61.50	Meter out of service for 7+ months
Water Stand-By Service- outside City limits (Annual)	118.00	123.00	Meter out of service for 7+ months
Water Connections - Drop In			
3/4-inch Meter	314.00	326.60	
1-inch Meter	314.00	326.60	
1 1/2-inch Meter	Actual cost	Actual cost	\$500 deposit
2-inch Meter	Actual cost	Actual cost	\$500 deposit
3-inch Meter	Actual cost	Actual cost	\$1,000 deposit
4-inch Meter	Actual cost	Actual cost	\$1,000 deposit
> 4-inch Meter	Actual cost	Actual cost	\$1,000 deposit
Water Connections - Full Service			
3/4-inch Meter	Actual cost	Actual cost	\$1,000 deposit
1-inch Meter	Actual cost	Actual cost	\$1,000 deposit
1 1/2-inch Meter	Actual cost	Actual cost	\$1,000 deposit
2-inch Meter	Actual cost	Actual cost	\$1,000 deposit
3-inch Meter	Actual cost	Actual cost	\$2,000 deposit
4-inch Meter	Actual cost	Actual cost	\$2,000 deposit
> 4-inch Meter	Actual cost	Actual cost	\$2,000 deposit

Forest Grove Fee Schedule Exhibit 2

	Adopted Fees - 7/1/16	Adopted Fees - 7/1/17	
SEWER			
Sewer Connection Inspection	\$66.00	\$69.00	
Residential Sewer Lateral	Actual cost	Actual cost	\$2,000 deposit
Sewer Dye Test	\$88.00	\$91.50	
LIGHT AND POWER			
Main Street Auditorium Rental			
Non-Profit Group (per hour)	\$41.20 min; \$117.50 max	\$43.00 min; \$122.25 max	
For-Profit Group(per hour)	\$57.70 min; \$164.50 max	\$60.00 min; \$171.00 max	
Non Payment Disconnect Fee			
	35.50	37.00	Charged at the time of disconnect.
Non Payment Reconnection Service -			
During City Hall Business Hours	35.50	37.00	Charged at the time of reconnect.
After City Hall Business Hours			
After City Hall Business Hours Additional Surcharge	117.50	122.75	
Electric Meter Tamper/Damage Fee			
	206.00	214.25	Plus cost to repair/replace meter

Forest Grove Fee Schedule Exhibit 2

Adopted Fees - 7/1/16

Adopted Fees - 7/1/17

POLICE

Copies

Reports	\$16.50 + \$.20/p over 10	\$17.20 + \$.20/p over 10
Audio Cassette /VHS Tape	\$34.30	\$35.75
Burn CD/DVD	\$23.40	\$24.40
Photographs Burned to CD/DVD	\$23.40 (up to 30 photographs per disc)	\$24.40 (up to 30 photographs per disc)
Photographs Burned to CD/DVD (continued)	\$0.60 per duplicate photograph copy	\$0.65 per duplicate photograph copy
Color Photograph Print	\$6.10 per sheet	\$6.35 per sheet
Citation Copy	\$6.10	\$6.35
Radar Certification Copy	\$6.10	\$6.35
Record Check Letter	\$42.00	\$43.75
Body Camera Footage Public Records Request		\$90.00 first ten minutes of footage \$75.00 each additional 10 minutes of footage
Release Impounded/Immobilized Vehicle	\$121.00	\$126.00
After-Hours Release Impounded/Immobilized Vehicle	\$160.20	\$166.75
Damage to Boot Immobilizer Fee	\$110.00 plus cost to repair/replace	\$114.40 plus cost to repair/replace
Event Security - Officer Reimbursement	\$72 per hour plus 10% overhead fee (Per officer - Minimum of 4 Hours)	\$75 per hour plus 10% overhead fee (Per officer - Minimum of 4 Hours)
Miscellaneous Permits		
Event Permit	no fee	no fee
Temporary Street Closure	\$18.35	\$19.10
Dance	no fee	no fee

FIRE

Report Copies (after 1 free copy to customer)	\$16.50 + \$.20/p over 10	\$17.20 + \$.20/p over 10
Emergency Response Cost Recovery Fees & Charges (billed only to Non-Residents of City, Rural Fire District, and mutual aid IGAs)		
Motor Vehicle Incidents: \$250 minimum, plus 15% administrative fee & actual costs of supplies and/or equipment used		
Fire/Public Safety Incidents: \$400 minimum, plus 15% administrative fee & actual costs of supplies and/or equipment used		
After first half-hour, fees set by State Fire Marshal Standardized Costs Schedule		

Forest Grove Fee Schedule Exhibit 2

Adopted Fees - 7/1/16

Adopted Fees - 7/1/17

LIBRARY

Processing Fee - Lost & Damage	\$5.00 per WCCLS	\$5.00 per WCCLS
Collection Agency	\$10.00 per WCCLS	\$10.00 per WCCLS
Rogers Room Rental Fee		
Whole Room (per hour)	\$14.50	\$15.20
One Half (Divider Closed - per hour)	\$7.25	\$7.60
Inter-Library Loan	\$0 per WCCLS	\$0 per WCCLS
Library Late Fine	per WCCLS schedule	per WCCLS schedule
Public Online Printing	\$.10/page	\$.10/page
Public Copy Service	\$.10/page	\$.10/page

CITY RECORDER

City Council Packet Subscription (per 6 mos.)	\$212.00	\$220.50
City Council Agenda Annual Subscription	\$37.00	\$38.50
Liquor License		
Original Application	\$100.00	\$100.00
Change: Ownership, Location, Privilege Application	\$75.00	\$75.00
Renewal or Temporary Application	\$35.00	\$35.00
Special Liquor License Permit	\$23.40	\$24.40
Noise Variance Permit	\$18.35	\$19.10
Copies		
Audio Cassette /VHS Tape	\$34.30	\$35.75
Burn CD/DVD	\$23.40	\$24.40
Photographs Burned to CD/DVD	\$23.40 (up to 30 photographs per disc)	\$24.40 (up to 30 photographs per disc)
Photographs Burned to CD/DVD (continued)	\$0.60 per duplicate photograph copy	\$0.65 per duplicate photograph copy
Document Copy	\$16.50 + \$.20/p over 10	\$17.20 + \$.20/p over 10

Forest Grove Fee Schedule Exhibit 2

Adopted Fees - 7/1/16

Adopted Fees - 7/1/17

ADMINISTRATIVE SERVICES

Hydrant Permit	\$51.00	\$53.00
Lien Search	\$27.00	\$28.25
Reserve Parking (monthly)	\$24.25	\$25.25
Utility Bill Inserts	\$204.00	\$212.20
Utility Billing Account Set-Up Fee - In-City	\$20.50	\$21.50
Utility Billing Account Set-Up Fee - Out-of-City	\$41.00	\$43.00
Utility Billing Account Transfer Fee - In-City	\$11.00	\$11.50
Utility Billing Account Transfer Fee - Out-of-City	\$22.00	\$23.00
Door Hanger Fee - In-City	\$14.50	\$15.25
Door Hanger Fee - Out-of-City	\$29.00	\$30.50
Failure to Keep Payment Arrangements	\$11.00	\$11.50
Convenience Fee for Telephone Payment Execution	\$7.50	\$8.00
Returned Item Processing Fee	\$29.00	\$30.00
Passport Processing Fee	Fee set by State Department	Fee set by State Department

BUSINESS LICENSES

First Time Application Fee	\$25.00	\$27.50
Annual Renewal		
Businesses with 0 to 2.5 employees	\$35.00	\$38.50
Businesses with 3 to 4.5 employees	\$50.00	\$55.00
Businesses with 5 to 10.5 employees	\$75.00	\$82.50
Businesses with 11 to 50.5 employees	\$100.00	\$110.00
Businesses with 51 or more employees	100 plus \$1/employee over 50 (Capped at \$250.00 annually)	110 plus \$1.10/employee over 50 (Capped at \$275.00 annually)
Temporary/Transient Businesses		
First Time Application Fee	\$25.00	\$27.50
Up to 30 days of operation	\$15.00	\$16.50
Between 31 and 60 days of operation	\$30.00	\$33.00
Over 61 days of operation	Treated as a business	Treated as a business

ALL DEPARTMENTS

Research Fee - City Staff (per hour)	59.00	61.40
Research Fee - City Attorney's Office	Attorney's Hourly Billing Rate plus costs	Attorney's Hourly Billing Rate plus costs



A place where families and businesses thrive.

CITY COUNCIL STAFF REPORT

CITY RECORDER USE ONLY:	
AGENDA ITEM #:	6
MEETING DATE:	5/22/17
FINAL ACTION:	Approved Reso 2017-35 4% increase

TO: City Council

FROM: Jesse VanderZanden, City Manager

MEETING DATE: May 22, 2017

PROJECT TEAM: Paul Downey, Director of Administrative Services

SUBJECT TITLE: Setting Fees & Charges Effective July 1, 2017

ACTION REQUESTED:

<input type="checkbox"/> Ordinance	<input type="checkbox"/> Order	<input checked="" type="checkbox"/> Resolution	<input type="checkbox"/> Motion	<input type="checkbox"/> Informational
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X all that apply

ISSUE STATEMENT: During FY 01-02, the City completed a cost-of-service study and the City Council approved fee increases based on that study. City Code Section 2.601 states the licenses, permits, and fees will be adjusted by Council Resolution in July each year. It further states that subsequent adjustments prior to completion of the next required cost-of-service study shall be made in accordance with Section 2.605. That section states that adjustments to fees and charges shall be based on the CPI or the percentage of the wage adjustment for City employees. Staff has prepared a resolution setting fees for Council consideration.

BACKGROUND: Staff has prepared the proposed fee schedules using a general cost increase of 4.0% based on projected total wage and benefit increase with the exception of business license fees which are being added to this schedule. Business license fees are proposed to increase 10.0% as the business license fees have not changes since the fees were instituted in October 2008. In future years, the increases in business licenses on annual basis will be the general increase for all of the other fees.

Some fees have been rounded in some instances to eliminate creating change issues for some departments. Some fees have not been changed as they are set by the State (e.g. liquor licenses) or other agencies such as WCCLS. Water meter connections over 3/4" are charged at actual cost so a specific fee is not set. Connections can take different lengths of time to install depending on the site conditions so the actual cost based on time is charged.

Aquatic fees are not included in this resolution as the Council established those fees at its April 24, 2017, meeting. Building permits fees are not proposed to be changed as part of this resolution. Based on the FY 2017-18 Approved Budget, staff is not recommending any change in building permit fees.

Some new fees are being proposed. In the Police Department, a fee is being proposed for Body Camera Footage Public Records Requests as the department has started receiving a few

requests and the process can be time consuming. The proposed fee is based on the fee charged by the Washington County Sheriff's Office who has performed an analysis on the effort. The fee is based on the minutes of footage provided and is broken into ten minute increments. The Planning Department is proposing the following new fees:

- A fee for Development Agreements is being proposed for an hourly rate of \$82.00 with a \$3,000.00 deposit similar to other planning fees. Completing a development agreement can be a timely process and the Planning Department should be recovering its costs.
- A fee for Adopting or Amending a Master Plan is being proposed with the \$82.00 hourly rate with a deposit of \$3,000.00. Currently there are only master plans for Tuality Hospital and Pacific University although the School District could be a candidate for a master plan. Master Plans require a Type IV process meaning a public hearing before the Planning Commission and City Council. The deposit covers the cost of those legal notices as well as the substantial amount of staff time to review these plans.
- A fee for Other Type II Actions of \$82.00 is being proposed. An example of this fee would be a Type II Zoning Adjustment which requires a staff determination and public notification of that action including sending the notice to all property owners within 300 feet of the subject site.
- A fee for Other Type III Actions of \$164.00 is being proposed. These are for minor actions that require Planning Commission review for such actions as a similar use determination. The fee represents two hours for staff review, staff report preparation, and staff presentation to the Planning Commission. No legal notice is required for these types of actions.

FISCAL IMPACT: The proposed fee increases should increase fee revenue to the City but the projected revenue increase is dependent on the volume of transactions that occur.

STAFF RECOMMENDATION: Staff recommends the City Council approve the attached resolution.



A place where families and businesses thrive.

NOTICE OF PUBLIC HEARING PROPOSED RESOLUTION SETTING FEES AND CHARGES FOR THE CITY OF FOREST GROVE

NOTICE IS HEREBY GIVEN that the Forest Grove City Council will hold a Public Hearing **Monday, May 22, 2017, at 7:00 p.m. or thereafter**, in the Community Auditorium, 1915 Main Street, Forest Grove, to consider adopting a resolution that would increase existing fees and charges by approximately four (4%) percent, excluding building fees, and business license fees by approximately ten (10%) percent for the City of Forest Grove. The proposed fees and charges would be effective upon approval by the City Council and shall become effective July 1, 2017.

This hearing is open to the public and interested parties are encouraged to attend. A copy of the report and proposed resolution are available for inspection before the hearing at the City Recorder's Office or by visiting the City's website at www.forestgrove-or.gov. Written comments or testimony may be submitted at the hearing or sent to the attention of the City Recorder's Office, P. O. Box 326, 1924 Council Street, Forest Grove, OR 97116, prior to the hearing. For further information, please call Anna Ruggles, City Recorder, at 503.992.3235.

Anna D. Ruggles, CMC, City Recorder
City of Forest Grove

Published NewsTimes ~ Wednesday, May 17, 2017



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PO Box 22109 • Portland, OR 97269-2109
Phone: 503-684-0360 Fax: 503-620-3433
E-mail: legals@commnewspapers.com

AFFIDAVIT OF PUBLICATION

State of Oregon, County of Washington, SS
I, Charlotte Allsop, being the first duly sworn,
depose and say that I am the Accounting
Manager of the *Forest Grove News-Times*, a
newspaper of general circulation, published
at Forest Grove, in the aforesaid county and
state, as defined by ORS 193.010 and
193.020, that

City of Forest Grove Notice of Public Hearing – Fees & Charges FGNT98173

a copy of which is hereto attached, was
published in the entire issue of said
newspaper for

1

week in the following issue:

May 17, 2017

Charlotte Allsop

Charlotte Allsop, Accounting Manager

Subscribed and sworn to before me this
May 17, 2017.

Sherryl R Anderson
NOTARY PUBLIC FOR OREGON



Acct #298024

PO #: 20165070

Attn: Anna Ruggles

City of Forest Grove

PO Box 326

Forest Grove, OR 97116

Size: 2 x 4.45"

Amount Due: \$84.92*

*Please remit to the above address.

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Anna Ruggles, CMC City Recorder
deed, together with any interest in said land or his successors in interest

Date: MAY 22, 2017

Agenda Item: 6.

Subject: PUBLIC HEARING AND RESOLUTION NO. 2017-35 SETTING FEES AND CHARGES, EFFECTIVE JULY 1, 2017, AND REPEALING RESOLUTION NOS. 2008-10 AND 2016-31

CITY COUNCIL MEETING

Request to Testify at Public Hearing

Public Hearings – Public hearings are held on each matter required by state law or City policy. Anyone wishing to testify should sign-in for the Public Hearing prior to the meeting. The Mayor or presiding officer will review the complete hearing instructions prior to testimony. The Mayor or presiding officer will call the individual or group by the name given on the sign-in form. When addressing the Mayor and Council, please move to the witness table (center front of the room). Each person should speak clearly into the microphone and must state their first and last name and provided a mailing address for the record. All testimony is electronically recorded. In the interest of time, Public Hearing testimony is limited to three minutes unless the Mayor or presiding officer grants an extension. Written or oral testimony is heard prior to any Council action.

Please sign-in below to testify.

PROPOSERS: (Please print legibly)

First & Last Name:

Address:

City, State & Zip Code:

OPPOSERS: (Please print legibly)

First & Last Name:

Address:

City, State & Zip Code:

OTHERS: (Please print legibly)

First & Last Name:

Address:

City, State & Zip Code:
